

ROUTINE

ZYUW RUEADWD6705 1001855

R 101800Z APR 97

FM VCSA WASHINGTON DC//DACS-ZB//

TO CDRTRADOC FT MONROE VA//ATCG//

DA WASHINGTON DC//DACS-ZD//

DA WASHINGTON DC//DAPE-ZA//

DA WASHINGTON DC//SAIS-ZA//

INFO CDRAMC ALEXANDRIA VA//AMCCG//

CINCUSAREUR HEIDELBERG GE//AEACC//

CDRFORSCOM FT MCPHERSON GA//FCCG//

UNCLAS

SUBJ: RECORDS MANAGEMENT

1. IN SEARCHING FOR POSSIBLE CAUSES OF GULF WAR ILLNESSES, DOD HAS ENGAGED IN A MAJOR EFFORT TO REVIEW ALL RECORDS CREATED DURING THE GULF WAR. WITHIN THE ARMY, ROUTINE CHAIN OF COMMAND REPORTING ENSURED THAT SIGNIFICANT INFORMATION ORIGINATING IN LOWER LEVEL UNITS WAS DUPLICATED IN HIGHER HEADQUARTERS LOGS. HOWEVER, MANY OF THE RECORDS FOR BRIGADE THROUGH SEPARATE COMPANY LEVEL ARE NOT AVAILABLE. CURRENT REGULATORY GUIDANCE INDICATES ALL UNITS THROUGH SEPARATE COMPANY LEVEL WILL MAINTAIN DAILY STAFF JOURNALS IN WARTIME AND CONTINGENCY OPERATIONS AND THESE DOCUMENTS WILL BE MAINTAINED INDEFINITELY. AT THIS POINT, IT IS APPROPRIATE TO LOOK TO THE FUTURE AND REVIEW THE ARMY'S RECORDS MANAGEMENT PROGRAMS TO ENSURE WE PRESERVE OUR KEY DOCUMENTS WHICH ARE CREATED IN WARTIME AND CONTINGENCY OPERATIONS.

2. IN THAT REGARD, DCSPER WILL ASSUME RESPONSIBILITY FOR ARMY RECORDS MANAGEMENT NLT 30 APRIL 1997. THIS MESSAGE SERVES AS THE AUTHORITY TO TAKE THE ACTIONS REQUIRED FOR THIS TRANSFER. U.S. ARMY MANPOWER ANALYSIS AGENCY WILL IDENTIFY THE MANPOWER RESOURCES WHICH ARE REQUIRED. TRANSFER OF RESPONSIBILITY WITHIN HQDA STAFF DOES NOT MODIFY EXISTING FIELD RELATIONSHIPS OR INSTALLATION/DOIM RESPONSIBILITIES PERTAINING TO RECORDS MANAGEMENT.

3. THE DAS WILL PROVIDE OVERSIGHT AND DETAILED GUIDANCE TO THE HQDA STAFF CONCERNING DEVELOPMENT OF A COMPREHENSIVE PLAN FOR PRESERVING RECORDS CREATED IN WARTIME AND CONTINGENCY OPERATIONS. THIS PLAN SHOULD ALSO ADDRESS NEAR TERM CONTINGENCIES AND THE ONGOING OPERATION IN BOSNIA. COORDINATE WITH DCSOPS, DPAE, AND DAB TO PRIORITIZE, PROGRAM, AND FUND RECORDS MANAGEMENT REQUIREMENTS AND ENSURE FY99 AND OUT-YEAR REQUIREMENTS INCLUDED IN MINI-POM 99-03.

4. REQUEST TRADOC ASSIST BY ASSESSING THE PORTION OF THE BATTLE STAFF NONCOMMISSIONED OFFICER COURSE THAT TRAINS SOLDIERS CONCERNING PREPARATION OF DAILY STAFF JOURNALS. ALSO REQUEST YOUR STAFF DEVELOP A PLAN TO HIGHLIGHT IN OFFICER AND NCO LEADER DEVELOPMENT TRAINING COURSES THE IMPORTANCE OF CREATING AND PRESERVING OPERATIONAL RECORDS.

5. IT'S IMPORTANT THAT WE ACCURATELY DOCUMENT AND PRESERVE OUR RECORDS GENERATED IN WARTIME AND CONTINGENCY OPERATIONS. THANK YOU FOR YOUR SUPPORT IN THIS MATTER. BT

DA WASH DC

ACTION DACS(16)

(U,F)

INFO DAPE(3) SCB REVIEW(1) SAIS(1) AOC-AHS(1)

+DA AMHS WASHDC

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